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The submission of your thesis, dissertation, or manuscript is the final step in the awarding of your degree. The finished document is a scholarly work, and something to be proud of: the result of a long period of preparation and research. Allowing enough time for all the required steps, paying attention to deadlines, and adhering to the format guidelines are crucial. **Follow these guidelines carefully to ensure the process goes smoothly.** The electronic copy of your thesis, dissertation, or manuscript, which you submit to the Graduate Division through ProQuest, is deposited in the UCSF Library and becomes an official and permanent record available for use by other scholars and the public. Your committee will guide you in the content of your manuscript, and your graduate program may specify certain elements of style in addition to the prescribed format for all programs.

**Guidelines**

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